



INVITATION TO BID NO: 13-X-2243377

STATE OF ALABAMA

DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY : 016000  
HUMAN RESOURCES  
AGENCY REQ. NO. :  
T-NUMBER : TA369  
DATE ISSUED : 08/15/12  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1494928  
BUYER NAME : BERNIE ARANT

FOR: JANITORIAL SERVICE/HUMAN RESOURCES-NORTH BUYER PHONE NO. : (334) 242-4201-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 09/10/12 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 09/11/12 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE  
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE  
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.  
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN  
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO  
REFRAIN FROM BIDDING.

SWORN TO AND

VENDOR NUMBER  
(MUST MATCH REGISTRATION)

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS

REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY  
BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT [WWW.DHS.GOV/E-VERIFY](http://WWW.DHS.GOV/E-VERIFY).

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

SPECIAL TERMS & CONDITIONS

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VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

LIABILITY INSURANCE:

VENDOR MUST HAVE A MINIMUM OF \$100,000.00 LIABILITY COVERAGE WITH \$50,000.00 FOR EACH OCCURANCE AND MUST BE IN EFFECT FOR THE CONTRACT PERIOD. INSURANCE CERTIFICATE, OR LETTER OF INTENT TO PROVIDE THE AMOUNT OF COVERAGE FROM THE INSURANCE COMPANY MUST BE SUBMITTED WITH THE BID, OR THE BID WILL BE REJECTED. VENDOR IS RESPONSIBLE FOR ALL LOSSES/DAMAGES CAUSED BY ITS EMPLOYEES. INSURANCE CERTIFICATE, WHEN ISSUED, MUST SHOW THE STATE OF ALABAMA AS THE CERTIFICATE HOLDER.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

MINIMUM WAGE:

IN THE EVENT THE FEDERAL GOVERNMENT INCREASES THE MINIMUM WAGE DURING A CONTRACT PERIOD, THE VENDOR SHALL INCREASE THE WAGES TO MATCH THE NEW RATE AS SOON AS POSSIBLE AFTER THE EFFECTIVE DATE.

NOTE: VENDOR MUST INCLUDE IN THE MONTHLY RATE THE COST OF SUPPLIES FOR THE DURATION OF THE CONTRACT. THE ONLY INCREASE IN THE MONTHLY RATE WILL BE ANY INCREASE IN THE MINIMUM WAGE TIMES NUMBER OF EMPLOYEES AND TOTAL HOURS WORKED PER LOCATION.

NON-APPROPRIATION OF FUNDS:

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CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

SECURITY STATEMENT:

VENDOR SHALL ENSURE THAT PERSONNEL INVOLVED WITH ANY STATE AGENCY PROJECT SHALL BE ADVISED OF AND ACKNOWLEDGE THE CONFIDENTIAL NATURE OF INFORMATION CONTAINED IN STATE FILES, THE SAFEGUARDS REQUIRED AND CRIMINAL AND CIVIL SANCTIONS OF NON-COMPLIANCE IN FEDERAL AND STATE STATUTES.

PRICING - UNREALISTICALLY LOW

PRICES SHALL BE ACCURATE AND COMPLETE TO COVER THE PERFORMANCE OF ALL REQUIRED WORK. AN UNREALISTICALLY LOW PRICE MAY ELIMINATE A VENDOR FROM COMPETITION ON THE BASIS OF MISUNDERSTANDING THE REQUIREMENTS OR VENDOR HAS SUBMITTED AN IMPROVIDENT BID. PRICE DATA OF REQUIRED WORK IS NOT REQUIRED WITH THE BID. UPON NOTIFICATION, THIS INFORMATION IS TO BE PROVIDED WITHIN 5 DAYS, OR VENDOR WILL NOT BE CONSIDERED ON THE LOCATION WITH UNREALISTIC PRICES.

VENDOR REFERENCES:

VENDOR SHOULD PROVIDE A MINIMUM OF THREE REFERENCES WITH THEIR BID. INCLUDE COMPANY, ADDRESS, TELEPHONE, CONTACT PERSON AND PERIOD SERVICE WAS PERFORMED. WITHOUT REFERENCES, A THOROUGH EVALUATION CANNOT BE CONDUCTED AND COULD DELAY AWARD OF THE BID. VENDOR MUST LIST REFERENCES THAT ARE EQUAL IN SQUARE FEET TO THE LOCATIONS LISTED ON THIS BID. FAILURE TO INCLUDE REFERENCES OF LIKE SIZE AND SCOPE OF WORK REQUIRED WILL BE CAUSE FOR YOUR BID TO BE REJECTED.

NOTE TO VENDORS:

VENDORS ARE CAUTIONED TO READ EVERY PAGE OF THIS I.T.B. TO CLEARLY UNDERSTAND WHAT IS REQUIRED TO CLEAN EACH BUILDING. THE STATE WILL ACCEPT NOTHING LESS THAN WHAT IS CALLED FOR IN THE SPECIFICATIONS. EXAMPLE: IF THE CLEANING SCHEDULE STATES THAT THE CARPET IS TO BE VACUUMED NIGHTLY, THAT IS EXACTLY WHAT IS REQUIRED TO MEET THE SPECIFICATION. WEEKLY OR MONTHLY VACUUMING IS NOT ACCEPTABLE!

VENDORS ARE CAUTIONED TO BID ONLY ON FACILITIES THAT THEY CAN AND WILL SERVICE IN ACCORDANCE WITH THE SPECIFICATIONS LISTED IN THIS I.T.B. FOR THE PERIOD DESIGNATED. RANDOM BIDDING RESULTING IN SUBSEQUENT CONTRACT CANCELLATIONS MAY BE GROUNDS FOR THE VENDOR'S REMOVAL FROM THE STATE'S QUALIFIED BIDDER'S LIST.

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\*\*\*\*\* SPECIFICATIONS 910B01 \*\*\*\*\*

JANITORIAL SERVICE TERMS AND CONDITIONS FOR THE  
DEPARTMENT OF HUMAN RESOURCES

\*\*\*\*WHAT IS THIS BID FOR?

THIS BID AND SUBSEQUENT CONTRACT AWARD IS FOR THE DEPARTMENT OF HUMAN RESOURCES SPECIFIED BUILDINGS THAT REQUIRE JANITORIAL SERVICES. THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL, EQUIPMENT, AND SUPERVISION, TO MAINTAIN THE DHR FACILITIES IN A CLEAN AND SANITARY CONDITION AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET DOWN IN THIS INVITATION TO BID (ITB).

\*\*\*\*HOW IS THE CONTRACT AWARDED?

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER PER LINE/ LOCATION MEETING ALL TERMS AND CONDITIONS OF THE ITB.

\*\*\*\*MUST I SUBMIT ANY DOCUMENTS WITH MY BID?

YES...

- \* LIABILITY INSURANCE CERTIFICATE
- \* WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES
- \* REFERENCES: VENDOR MUST PROVIDE A MINIMUM OF FIVE REFERENCES (COMPANIES MUST STILL BE IN BUSINESS) WITH THEIR BID. THESE REFERENCES MUST INCLUDE COMPANY NAME, ADDRESS, TELEPHONE NUMBER, CONTACT PERSON, THE SIZE OF THE BUILDING WITH AN ESTIMATED SQUARE FOOTAGE AND THE PERIOD SERVICE WAS PERFORMED. WITHOUT REFERENCES, A THOROUGH EVALUATION CANNOT BE CONDUCTED AND YOUR BID WILL BE REJECTED.
- \* FINANCIAL RESPONSIBILITY ISSUED BY YOUR BANKING INSTITUTE DOCUMENTING THAT IF YOUR COMPANY WAS AWARDED A CONTRACT THAT IT COULD MAKE PAYROLL FOR UP TO TWO MONTHS BASED ON THE LOCATIONS YOU HAVE BID(S) ON. THE STATE MAY TAKE UP TO 60 DAYS TO PROCESS PAYMENTS TO CONTRACTOR.

DEFICIENCY IN ANY OF THE ABOVE AREAS MAY BE ADEQUATE REASON FOR YOUR BID TO BE REJECTED.

\*\*\*\*WHAT IF MY BID PRICE IS MUCH LOWER THAN ALL OTHER BIDS SUBMITTED?

PRICES SHALL BE ACCURATE AND COMPLETE TO COVER THE PERFORMANCE OF ALL REQUIRED WORK. AN UNREALISTICALLY LOW PRICE MAY ELIMINATE A VENDOR FROM COMPETITION ON THE BASIS OF MISUNDERSTANDING THE REQUIREMENTS. PRICE DATA OF REQUIRED WORK IS NOT REQUIRED WITH THE BID. UPON NOTIFICATION, THIS INFORMATION IS TO BE PROVIDED WITHIN 5 DAYS, OR VENDOR WILL NOT BE CONSIDERED ON THE LOCATION WITH UNREALISTIC PRICES.

\*\*\*\*WHAT IF THE FEDERAL GOVERNMENT INCREASES MINIMUM WAGES?

IN THE EVENT THE FEDERAL GOVERNMENT INCREASES THE MINIMUM WAGE DURING A CONTRACT PERIOD, THE VENDOR SHALL INCREASE THE WAGES TO MATCH THE NEW RATE AS SOON AS POSSIBLE AFTER THE EFFECTIVE DATE.

NOTE: VENDOR MUST INCLUDE IN THE MONTHLY RATE THE COST OF SUPPLIES FOR THE DURATION OF THE CONTRACT. THE ONLY INCREASE IN THE MONTHLY RATE WILL BE AN INCREASE IN THE MINIMUM WAGE TIMES NUMBER OF EMPLOYEES AND TOTAL HOURS WORKED PER LOCATION.

\*\*\*\*WHAT INSURANCE MUST I OBTAIN IN ORDER TO BID AND BE AWARDED A CONTRACT?

CONTRACTOR MUST HAVE A MINIMUM OF \$100,000.00 LIABILITY COVERAGE WITH \$50,000.00 FOR EACH OCCURRENCE AND MUST BE IN EFFECT FOR THE CONTRACT PERIOD. INSURANCE CERTIFICATE, OR LETTER OF INTENT TO PROVIDE THE AMOUNT OF COVERAGE FROM THE INSURANCE COMPANY MUST BE SUBMITTED WITH THE BID, OR THE BID WILL BE REJECTED. CONTRACTOR IS RESPONSIBLE FOR

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ALL LOSSES/DAMAGES CAUSED BY IT'S EMPLOYEES. INSURANCE CERTIFICATE, WHEN ISSUED, MUST SHOW THE STATE OF ALABAMA, DEPARTMENT OF HUMAN RESOURCES AND THE ACTUAL LOCATION AS THE CERTIFICATE HOLDER. CONTRACTOR SHALL PROVIDE THIS CERTIFICATE TO THE DEPARTMENT'S END USER WITHIN 30 DAYS OF BEGINNING WORK.

\*\*\*\*IS THERE ANYTHING ELSE I MIGHT NEED TO KNOW BEFORE I BID?  
CONTRACTORS ARE CAUTIONED TO READ EVERY PAGE OF THIS ITB. CLEARLY UNDERSTAND WHAT IS REQUIRED TO CLEAN EACH BUILDING. THE STATE WILL ACCEPT NOTHING LESS THAN WHAT IS CALLED FOR IN THE SPECIFICATIONS.

EXAMPLE: IF THE CLEANING SCHEDULE STATES THAT THE CARPET IS TO BE VACUUMED NIGHTLY, THAT IS EXACTLY WHAT IS REQUIRED TO MEET THE SPECIFICATION. WEEKLY OR MONTHLY VACUUMING IS NOT ACCEPTABLE!

VENDORS ARE CAUTIONED TO BID ONLY ON FACILITIES THAT THEY CAN AND WILL SERVICE IN ACCORDANCE WITH THE SPECIFICATIONS LISTED IN THIS ITB FOR THE PERIOD DESIGNATED. RANDOM BIDDING RESULTING IN SUBSEQUENT CONTRACT CANCELLATIONS MAY BE GROUNDS FOR THE VENDOR'S REMOVAL FROM THE STATE'S QUALIFIED BIDDER'S LIST.

EACH CONTRACTOR SHALL PROVIDE A TELEPHONE NUMBER AND/OR CELL PHONE NUMBER, TELEPHONE ANSWERING MACHINE AND/OR FAX NUMBER AND EMAIL ADDRESS TO ENABLE THE STATE TO CONTACT THE CONTRACTOR AT ANY TIME CONCERNING JANITORIAL SERVICES. CHANGES IN PHONE NUMBERS SHOULD BE GIVEN TO THE DIRECTOR AND STATE PURCHASING AS SOON AS IT IS KNOWN. FAILURE IN ADHERING TO THIS REQUEST COULD BE GROUNDS TO REMOVE THE CONTRACTOR FROM THEIR CONTRACT.

\*\*\*\*WHAT IF THE DHR LOCATION THAT I WANT TO BID ON IS IN THE PROCESSES OF RENOVATIONS AND ADDITIONS?  
YOU ARE TO NOTE THOSE UPGRADES ON YOUR BID AND YOUR PRICE SHOULD REFLECT THE COST AT ITS COMPLETION.

\*\*\*\*CAN A ONE-MAN OPERATION BID ON THIS CONTRACT?  
CONTRACTOR'S MUST HAVE AN ADEQUATE SERVICE ORGANIZATION WITH LOCAL REPRESENTATIVES AND CLEANING PERSONNEL. THE SERVICE REPRESENTATIVES MUST BE EMPLOYED BY THE CONTRACTOR OR DESIGNATED BY HIM AS THEIR AUTHORIZED REPRESENTATIVES ON A FULL TIME BASIS AND NOT A SUB-CONTRACTOR. THERE WILL NOT BE ANY SUB-CONTRACTING AT ANY TIME.

\*\*\*\*WHAT EXPERIENCES MUST THE EMPLOYEES I HIRE HAVE?  
CONTRACTORS MUST FURNISH COMPETENT AND SKILLED PERSONS TO ASSURE QUALITY AND PERFORMANCE WITHIN THE TERMS AND CONDITIONS OF THE CONTRACT.

THE EMPLOYEE(S) NAME, ADDRESS, AND PHONE NUMBER WILL BE GIVEN TO THE DHR AUTHORIZED PERSONNEL AT EACH LOCATION. THE CONTRACTOR WILL NOT ALLOW ANY OF THEIR EMPLOYEES TO ENTER A DHR BUILDING IF THIS INFORMATION HAS NOT BEEN PROVIDED TO THE AUTHORIZED DHR PERSONNEL WITHIN 24 HOURS OF THEIR BEGINNING WORK.

THERE WILL NOT BE ANY CHILDREEN UNDER THE AGE OF EIGHTEEN (18) OR PETS ALLOWED ON PREMISES DURING CLEANING OPERATIONS. A SUPERVISOR WILL BE REQUIRED TO BE ON PREMISES AT EACH BUILDING THAT HAS FOUR (4) OR MORE EMPLOYEES CLEANING THE FACILITY.

THE SUPERVISOR MAY BE A WORKING SUPERVISOR BUT MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP PROGRAM TO INSURE THE SERVICES ARE PERFORMED AS SPECIFIED. CONTRACTORS MUST POST THE REGULATIONS GOVERNING HIS EMPLOYEES WHILE IN THE BUILDING.

\*\*\*\*DO I HAVE TO POST THE CLEANING SCHEDULE AS AGREED UPON IN THIS CONTRACT?  
YES...POST A COPY OF THE CLEANING SCHEDULE IN EACH SUPPLY CLOSET SO THAT THE CONTRACTOR'S EMPLOYEE HAS NO QUESTION AS TO WHAT HIS DUTIES



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INVITATION TO BID

ARE EACH DAY.

\*\*\*\*MAY I USE WHATEVER MATERIALS AND SUPPLIES I WANT TO USE TO CLEAN THE BUILDING?

NO. CONTRACTORS MUST SUBMIT A LIST TO DHR AUTHORIZED PERSONNEL OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING SERVICE. DHR MAY APPROVE OR DISAPPROVE ANY PRODUCT OR EQUIPMENT ON THE LIST. ALL CLEANING SUPPLIES USED BY THE CONTRACTOR SHALL BE COMMERCIAL STRENGTH AND MEET ALL SAFETY REGULATIONS. A SAFETY DATA SHEET PERTAINING TO THE CLEANING SUPPLIES MUST BE GIVEN TO THE DIRECTOR OF EACH LOCATION. FURTHER, NON-SLIP FLOOR WAX WILL BE THE ONLY APPROVED WAX FOR ALL TILE FLOORS.

\*\*\*\*DOES THE STATE SUPPLY ANY ITEMS THAT I AM RESPONSIBLE FOR PUTTING OUT?

YES. THE STATE PROVIDES THE PAPER TOWELS, TOILET TISSUE, HAND SOAP, TRASH CAN LINERS, AND SANITARY NAPKINS LINERS FOR THE CONTRACTOR TO REPLACE NIGHTLY IN THE STATE PROVIDED AND INSTALLED DISPENSERS.

\*\*\*\*WHEN AM I ALLOWED TO PERFORM THE JANITORIAL SERVICES?  
ALL SERVICES ARE TO BE PERFORMED FIVE NIGHTS EACH WEEK, AFTER 5:00 PM, MONDAY THROUGH FRIDAY, UNLESS OTHERWISE STATED ON THE ITB.

\*\*\*\*WHEN AM I NOT ALLOWED TO PERFORM THE JANITORIAL SERVICES?  
JANITORIAL SERVICES WILL NOT BE PERFORMED ON OFFICIAL STATE OF ALABAMA HOLIDAYS, UNLESS REQUIRED IN WRITING BY DHR AUTHORIZED PERSONNEL. NO JANITORIAL SERVICES SHALL BE PERFORMED AFTER 12:00 MIDNIGHT WITHOUT WRITTEN PERMISSION FROM AUTHORIZED DHR PERSONNEL.

\*\*\*\*IF I AM AWARDED A CONTRACT, HOW WILL I OBTAIN ACCESS TO THE BUILDING?

UPON AWARD OF THE CONTRACT, THE CONTRACTOR SHALL SET UP A MEETING WITH DHR AUTHORIZED PERSONNEL AT THE LOCATION TO BE SERVICED. THE CONTRACTOR WILL DISCUSS ALL TERMS AND CONDITIONS OF THE CONTRACT, SO THAT THERE CAN BE NO MISUNDERSTANDING. AT THAT TIME DHR PERSONNEL WILL PROVIDE ACCESS KEYS AND ETC.

\*\*\*\*WHAT IS THE CONTRACTOR LIABILITY IF THEY SHOULD LOSE THE ACCESS KEY?

THE CONTRACTOR SHALL ADEQUATELY SECURE THE KEYS, KEY CARDS, OTHER ENTRY DEVICES AND CODES PROVIDED BY THE STATE. THE CONTRACTOR SHALL IMMEDIATELY REPORT ANY SUCH ITEM, WHICH BECOMES LOST, MISSING OR STOLEN, TO THE DHR AUTHORIZED PERSONNEL. SHOULD THE CONTRACTOR LOSE OR HAVE STOLEN ANY KEYS ISSUED TO THE CONTRACTOR BY THE STATE, THE COST OF CHANGING LOCKS OR KEYS TO THE BUILDINGS, ROOMS, OR AREAS ACCESSIBLE BY THE LOST OR STOLEN KEYS WILL BE DEDUCTED FROM THE CONTRACTOR'S INVOICE TO THE STATE FOR THE WORK PERFORMED UNDER THIS CONTRACT. THIS WILL ALSO PERTAIN TO CANCELLATION OF A SERVICE WHEN THE KEYS ARE NOT TURNED IN WITHIN 24 HOURS.

\*\*\*\*WHAT MUST BE DONE EVERY TIME I SERVICE THE BUILDING?  
SIGN IN AND OUT WITH THE TIME OF YOUR ARRIVAL AND DEPARTURE TO INCLUDE YOUR NAME ON A STATE PROVIDED DOCUMENT. LIGHTS ARE TO BE TURNED OFF (EXCEPT IN THOSE AREAS DESIGNATED TO BE LEFT ON BY DHR AUTHORIZED PERSONNEL), ALL DOORS TO THE BUILDING ARE TO BE SECURED AND LOCKED, AND THE SECURITY SYSTEM ACTIVATED, WHERE APPLICABLE. CHECK TO INSURE ALL COFFEEPOTS HAVE BEEN TURNED OFF.

\*\*\*\*WHAT JANITORIAL SERVICE AM I TO DO NIGHTLY? (MONDAY, TUESDAY, WEDNESDAY, THURSDAY AND FRIDAY)

NIGHTLY

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GENERAL

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INVITATION TO BID

1. EMPTY AND CLEAN ALL WASTEBASKETS. REPLACE ALL OBVIOUSLY SOILED OR TORN LINERS IN WASTEBASKETS. WIPE DOWN ANY SPLASH MARKS ON OR AROUND THE WASTEBASKET. WASTEPAPER AND TRASH WILL BE PUT INTO THE TRASH CAN/DUMPSTER IN THE MAIN DISPOSAL AREA.
2. CLEAN, DISINFECT WITH GERMICIDAL DETERGENT SOLUTION AND POLISH DRINKING FOUNTAINS.
3. MAIN LOBBY AND EMPLOYEES BREAK ROOM, TILE FLOORS ARE TO BE DAMP MOPPED, COUNTER/TABLETOP AND SINKS ARE TO BE CLEANED.
4. WEP MOP TILE FLOORS TO REMOVE ALL FOREIGN MATTER AND/OR SPILLAGE.
5. SUPPLY CLOSETS ARE TO BE KEPT CLEAN & NEAT AT ALL TIMES.

RESTROOMS

1. EMPTY ALL CONTAINERS AND DISPOSALS.
2. CLEAN MIRRORS.
3. CLEAN AND DISINFECT WITH A GERMICIDAL DETERGENT SOLUTION ALL WASHBASINS, COMMODOES, TOILET SEATS, URINALS, BABY CHANGING TABLES AND ADJACENT SURFACES.
4. REMOVE SPLASH MARKS FROM WALLS AROUND WASHBASINS & URINALS TO INCLUDE TRASHCANS.
5. WET MOP AND SWEEP RESTROOM FLOORS USING A GERMICIDAL DETERGENT SOLUTION.
6. EMPTY AND SANITIZE INTERIORS OF SANITARY NAPKIN DISPOSAL CONTAINERS AND REPLACE LINERS.
7. REPLENISH ALL DISPENSERS, AS NEEDED.
8. CLEAN PAPER TOWEL CABINET COVERS.
9. REMOVE FINGERPRINTS FROM STALL DOORS.
10. CLEAN ENTRANCE DOOR.
11. SPOT CLEAN METAL PARTITIONS AND POLISH BRIGHT WORK.

LOBBY, ENTRANCEWAYS AND CORRIDORS

1. VACUUM, SWEEP CLEAN AND DAMP MOP TILE FLOORS.
2. CLEAN ALL LOBBY CHAIRS.
3. REMOVE EXCESSIVE BLACK MARKS OR SCUFFING FROM TILE FLOORS.
4. VACUUM ENTRANCE MATS AND REPLACE IN ENTRANCEWAY. (AFTER FLOOR HAS DRIED)
5. CLEAN TO REMOVE FINGERPRINTS FROM ENTRANCE GLASS
6. CLEAN & DISINFECT ALL TELEPHONES
7. WET MOP ALL TILE FLOORS
8. VACUUM CARPET
9. CLEAN BEHIND ALL DOORS

PASSENGER ELEVATOR

1. CLEAN AND DISINFECT ALL INTERIOR SURFACES
2. ALL TILE FLOORS WILL BE CLEANED AND DAMP MOPPED.
3. VACUUM ALL RUGS.

OUTSIDE FRONT AND BACK DOOR AREA TO INCLUDE PORCHES AND PATIOS

1. EMPTY ASHTRAYS AND WET WIPE.
2. EMPTY URNS AND TRASH CANS.
3. CLEAN ALL EXTERIOR DOORS.
4. FRONT & BACK ENTRANCES & SIDEWALKS TO BE KEPT CLEAN.
5. REMOVE ALL DEBRIS FROM PARKING LOTS AND AROUND SHRUBBERY.
6. SWEEP PATIO/PORCH FLOOR THOROUGHLY.
7. CLEAN TABLES, CHAIRS, AND/OR PATIO FURNITURE.

\*\*\*WHAT JANITORIAL SERVICE AM I DO TO TWICE A WEEK, (TUESDAY AND THURSDAY)?

TWICE WEEKLY (TUESDAY AND THURSDAY)

-----

OFFICES, CONFERENCE AND COPIER ROOMS

1. VACUUM ALL CARPETS.
2. DUST MOP TILE FLOORS, TAKING CARE TO GET UNDER FURNITURE AND INTO CORNERS.

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3. THOROUGHLY DUST ALL HORIZONTAL SURFACES, INCLUDING ALL AVAILABLE DESK TOPS, TABLES, FILE CABINETS, WINDOW SILLS, CHAIRS, LEDGES, ETC.
4. REMOVE FINGERPRINTS FROM GLASS TOPPED DESK, DOORS, ETC.
5. REMOVE HANDPRINTS FROM AROUND LIGHT SWITCHES AND DOORFRAMES.
6. REMOVE DUST FROM ALL HARD TO REACH AREAS SUCH AS TOPS OF HIGH CABINETS, PICTURE FRAMES, BASEBOARDS, LIGHT FIXTURES.

RESTROOMS

1. DUST METAL PARTITIONS.
2. DUST OR VACUUM ALL FURNITURE INCLUDING CHAIRS, ETC.
3. WASH AND SANITIZE METAL PARTITIONS.
4. WASH TRASH RECEPTACLES USING A DISINFECTANT.
5. WASH AND SANITIZE EXTERIOR OF ALL CONTAINERS IN THE RESTROOMS.

LOBBY, ENTRANCEWAYS AND CORRIDORS

1. DUST LEDGES AND MOLDINGS.
2. SPRAY BUFF HEAVY TRAFFIC FLOOR AREAS.
3. CLEAN AND POLISH METAL WORK ON ENTRANCE DOORS.
4. DUST AND CLEAN BUILDING REGISTER.
5. KICK PLATES, PUSH PLATES AND PUSH BARS SHALL BE CLEANED AND POLISHED. ALL FOREIGN RESIDUES REMOVED ON OR AROUND DOOR AND COMPONENTS.
6. CLEAN EXTERIOR OR ALL VENDING MACHINES

STAIRWAYS

1. SWEEP OR VACUUM STAIR LANDINGS AND STEPS
2. DUST RAILINGS, LEDGES, GRILLES, FIRE APPARATUS, DOORS AND RADIATORS.

\*\*\*WHAT JANITORIAL SERVICE AM I TO DO WEEKLY, ON WEDNESDAY?

WEEKLY (WEDNESDAY)

-----

OFFICES AND CONFERENCE ROOMS

1. THOROUGHLY DUST ALL HORIZONTAL SURFACES, INCLUDING ALL AVAILABLE DESKTOPS, TABLES, FILE CABINETS, WINDOWSILLS, CHAIRS, LEDGES, ETC.
2. DUST ALL VERTICAL SURFACES ON DESK, FILE CABINETS AND CHAIRS.
3. WET MOP AND SPOT WAX FLOORS WHERE AREAS SHOW EXCESSIVE WEAR.
4. WASH OUT TRASH RECEPTABLES USING A DISINFECTANT.
5. CLEAN AND POLISH BRIGHT METAL TO HAND HEIGHT.
6. CLEAN ALL GLASS & PLEXIGLASS IN PARTITIONS AND DOORS (BOTH SIDES).

RESTROOMS

1. SCRUB AND CLEAN TILED FLOOR WITH A GERMICIDAL SOLUTION TO INCLUDE RINSING/FLUSHING THE FLOORS WITH CLEAR WATER TO PURGE FLOOR DRAINS.

PASSENGER ELEVATOR

1. POLISH METAL SURFACES.
2. WASH, CLEAN, WAX, AND BUFF FLOOR.

\*\*\*WHAT JANITORIAL SERVICE AM I TO DO MONTHLY, ON THE FOURTH TUESDAY IN THE MONTH?

MONTHLY

-----

OFFICES AND CONFERENCE ROOMS

1. REMOVE NOTICEABLE ACCUMULATIONS OF DUST ON CHAIR BOTTOMS, BASE OF COAT RACKS, BOTTOM OF TYPEWRITER STANDS, DOORS, ETC.
2. CLEAN AND SANITIZE TELEPHONES.
3. CLEAN ALL WINDOWSILLS.
4. VACUUM ALL FABRIC FURNITURE.

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INVITATION TO BID

5. SPRAY BUFF ALL UNCARPETED FLOORS, EXCEPT THE STAIRWELLS.
6. DUST AND/OR VACUUM VENTS IN CEILINGS/WALLS.
7. ALL INTERIOR AND EXTERIOR TRASH RECEPTACLES TO BE CLEANED AND DISINFECTED.

RESTROOMS

1. VACUUM VENTS IN CEILINGS AND WALLS.
2. CLEAN EXTERIOR OF PLUMBING UNDER SINKS.
3. ALL WALLS ARE TO BE CLEANED AND SANITIZED.

OUTSIDE FRONT & BACK DOOR AREA TO INCLUDE PORCHES AND PATIOS

1. DUST LEDGES AND MOLDINGS.
2. WASH, SCRUB, SANITIZE AND RINSE FLOORS THOROUGHLY.

\*\*\*\*WHAT JANITORIAL SERVICE AM I TO DO QUARTERLY?

FALL QUARTERLY (OCTOBER, NOVEMBER, DECEMBER)

-----

1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF WAX TO ALL TILED AREAS. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED WILL DEPEND UPON THE TYPE OF CARPET.
3. CLEAN AND DISINFECT ALL HVAC SUPPLY AND RETURN AIR REGISTERS.
4. LIGHT FIXTURES TO BE DUSTED/VACUUMED THOROUGHLY.
5. VACUUM DRAPES.
6. DUST ALL BLINDS.
7. WASH ALL BASEBOARDS THOROUGHLY.
8. WASH ALL PANELING WITH A WOOD TREATMENT SPECIFIC FOR PANELING.
9. VACUUM ALL CORRIDOR WALLS UP TO THE CEILING.
10. DUST OR CLEAN CEILING VENTS.

WINTER QUARTERLY (JANUARY, FEBRUARY, MARCH)

1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF WAX TO ALL TILED AREAS. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED WILL TO DEPEND UPON THE TYPE OF CARPET.
3. CLEAN AND DISINFECT ALL HVAC SUPPLY AND RETURN AIR REGISTERS.

SPRING QUARTERLY (APRIL, MAY, JUNE)

1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF WAX TO ALL TILED AREAS. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED WILL DEPEND UPON THE TYPE OF CARPET.
3. CLEAN AND DISINFECT ALL HVAC SUPPLY AND RETURN AIR REGISTERS
4. LIGHT FIXTURES TO BE DUSTED/VACUUMED THOROUGHLY
5. CLEAN ALL WINDOWS. VENDOR IS RESPONSIBLE FOR THE INSIDE AND OUTSIDE OF THE FIRST AND SECOND FLOORS ONLY, INSIDE ONLY ON THE THIRD FLOOR AND UP
6. VACUUM DRAPES
7. DUST ALL BLINDS
8. WASH ALL BASEBOARDS THOROUGHLY
9. WASH ALL PANELING WITH A WOOD TREATMENT SPECIFIC FOR PANELING
10. VACUUM ALL CORRIDOR WALLS UP TO THE CEILING
11. DUST OR CLEAN CEILING VENTS

SUMMER QUARTERLY (JULY, AUGUST, SEPTEMBER)

1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF WAX TO ALL TILED AREAS. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED WILL DEPEND UPON THE TYPE OF CARPET.

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INVITATION TO BID

3. CLEAN AND DISINFECT ALL HVAC SUPPLY AND RETURN AIR REGISTERS

\*\*\*\*WHAT IF I DO NOT DO SOMETHING AT THE SPECIFIED TIME?  
THE COUNTY DIRECTOR WILL CONTACT THE CONTRACTOR ADVISING HIM OF THE DEFICIENCIES AND GIVING HIM 24 HOURS TO COME INTO COMPLIANCE WITH THE TERMS, CONDITIONS AND SPECIFICATIONS. IF THE SERVICE IS NOT CORRECTED WITHIN THAT TIME FRAME THE COUNTY DIRECTOR WILL WRITE A LETTER TO THE DHR PURCHASING DEPARTMENT ADVISING THEM OF THE ON-GOING PROBLEMS OCCURRING IN THEIR BUILDING.

\*\*\*\*AM I TO HAVE A QUALITY CONTROL IN PLACE TO INSURE THAT THE BUILDING IS CLEANED ACCORDING TO THE SPECIFICATIONS?

YES. A CONTRACTOR IS EXPECTED TO ENSURE PERFORMANCE TO STANDARDS THROUGH HIS OR HER QUALITY CONTROL SYSTEM. ANY DEFICIENCIES SHALL BE CITED IN WRITING AND THE CONTRACTOR SHALL HAVE FIVE (5) WORKING DAYS TO COMPLY. THE CONTRACT VENDOR MUST REVIEW HIS QUALITY CONTROL SYSTEM TO DETERMINE WHY IT BROKE DOWN. A COPY OF THESE FINDINGS MUST BE SUBMITTED TO THE DHR AUTHORIZED PERSONNEL. FURTHER, THE CONTRACT VENDOR MUST DOCUMENT WHAT STEPS HE HAS PUT IN TO PLACE TO PREVENT THIS FROM OCCURRING AGAIN.

THE DHR AUTHORIZED PERSONNEL MAY RE-INSPECT ANY OR ALL LOCATIONS WHICH HAVE BEEN CITED FOR POOR PERFORMANCE, AND THE CONTRACTOR WILL BE HELD LIABLE FOR THE COST ASSOCIATED WITH RE-INSPECTION.

\*\*\*\*ARE THERE ANY MORE INSPECTIONS THAT MUST BE DONE?  
YES. THE DEPARTMENT WILL CONDUCT QUARTERLY INSPECTIONS WITH THE CONTRACTOR. IT IS THE RESPONSIBILITY OF THE DHR AUTHORIZED PERSONNEL TO INSURE THAT THE CONTRACTOR ATTENDS.

ATTACHMENTS

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\*\*\*\*\*  
SUB-CONTRACTING IS NOT ALLOWED DURING THE TERM OF THIS CONTRACT. ANY  
VENDOR FOUND SUB-CONTRACTING WILL BE TERMINATED WITH 3 DAYS NOTICE.  
\*\*\*\*\*

## PRICE SHEET

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW:					
SHIP TO: R1 /					
STATEWIDE					
00001	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MONTH		
NOTES:					
APPROXIMATELY _57,865 _____ SQ.FT.					
BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.					
_4_____ NUMBER EMPLOYEES X _3_____ HOURS =					
____12_____ TOTAL NUMBER DAILY HOURS.					
20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES					
ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.					
SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.					
BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.					
***** MANDATORY SITE VISIT *****					
FILL IN BIDDER'S NAME BELOW:					
_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.					
_____ DATE DHR AUTHORIZED PERSONNEL CONTACT: DOT FORD , 256-231-7584.					
SHIP TO: 016000 / 016S09 HUMAN RESOURCES CALHOUN COUNTY DHR & FS 215 WEST 11TH STREET ANNISTON AL 36201					
00002	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01 SPECIFICATION ATTACHMENT APPLIES TO	1	MONTH		
PAGE TOTAL					

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY UNIT	UNIT PRICE	EXTENDED AMOUNT
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THIS LOCATION ONLY.  
NOTES:

APPROXIMATELY \_81,505 \_\_\_\_\_ SQ.FT.

BIDDER MUST FILL IN THE FOLLOWING  
INFORMATION OR BID WILL NOT BE  
CONSIDERED.

\_\_6\_\_ NUMBER EMPLOYEES X \_3\_\_ HOURS =  
\_\_18\_\_ TOTAL NUMBER DAILY HOURS.

20% OF ANNUAL CONTRACT AMOUNT TO BE  
RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR  
DIRECTOR MUST BE SUBMITTED IN WRITING  
ONE WEEK (SEVEN DAYS) PRIOR TO THE  
QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND  
APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN  
ACCORDANCE WITH SEPCIFICATION 910B01 OR  
THE BID WILL NOT BE CONSIDERED.

\*\*\*\*\* MANDATORY SITE VISIT \*\*\*\*\*

FILL IN BIDDER'S NAME BELOW:

\_\_\_\_\_ HAS INSPECTED THIS  
LOCATION AND IS AWARE OF THE CONDITION  
OF THE BUILDING AND UNDERSTANDS WHAT IS  
REQUIRED TO DO A SATISFACTORY JOB.

\_\_\_\_\_ DATE \_\_\_\_\_ DHR AUTHORIZED PERSONNEL  
CONTACT: MARY ANN HAMMONDS , 256-517-  
1405.

SHIP TO: 016000 / 016P48  
HUMAN RESOURCES  
MADISON COUNTY DHR & FS OFFICE  
2206 OAKWOOD AVE NW  
HUNTSVILLE AL 35810-4499

PAGE TOTAL

BID TOTAL